

## QUALITY PROCEDURE

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**Supplier Evaluation**

Identifier:

**QP-7.2**

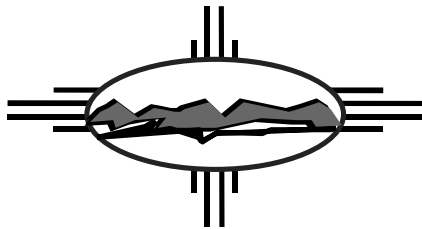
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# ER PROJECT

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*LOS ALAMOS NATIONAL LABORATORY*

# Supplier Evaluation

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# Supplier Evaluation

**NOTE:** Environmental Restoration (ER) Project personnel may produce paper copies of this procedure printed from the controlled document electronic file. However, it is their responsibility to ensure that they are trained on and utilizing the current version of this procedure. The procedure author may be contacted if text is unclear.

## 1.0 PURPOSE

- 1.1 This Quality Procedure (QP) states the responsibilities and describes the process for approving potential suppliers who perform work under their own quality programs, not the ER Project quality program, and who provide items and services that are governed by the ER Project's *Quality Management Plan*.
- 1.2 Specifically excluded from this procedure are suppliers of computers, office supplies, and other off-the-shelf items.

**Note:** Items and services are procured for the ER Project via QP-7.1, Procurement.

## 2.0 DEFINITIONS

- 2.1 Approved Suppliers' List (ASL) — A listing of suppliers who are approved and qualified to provide items or services to the ER Project.

## 3.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 4.0 of this procedure.

- 3.1 Quality Program Project Leader (QPPL)
- 3.2 Supplier Evaluator

## 4.0 PROCEDURE

### 4.1 Establishing and Maintaining an ASL

- 4.1.1 The **QPPL** establishes and maintains (i.e., places it on the ER Intranet and updates as suppliers are evaluated in accordance with Section 4.1.3 or when they are added or removed from the ASL) an ASL that contains as a minimum the
- supplier's company name, complete address, and telephone number;
  - item or service that the supplier is authorized to provide;
  - evaluation method used for approval (as described in Section 4.2);
  - date that the supplier was approved;
  - required frequency of supplier evaluation; and
  - date of last qualification.
- 4.1.2 Upon being notified by a purchase requester (in accordance with QP-7.1, Procurement) the **QPPL** ensures that the supplier is on the ASL or that an evaluation of the supplier will be conducted in accordance with this QP before the supplier begins work.
- 4.1.3 The **QPPL** will ensure that all suppliers are evaluated with a set frequency (e.g., every year, every two years, etc.) in accordance with the
- projected need of the item or service,
  - supplier's history of supplying the specified the item or service,
  - results of past evaluation(s) of the supplier,
  - any change in the supplier structure or ownership, and
  - quality of ongoing supplier performance.

### 4.2 Methods for Evaluating Suppliers

#### 4.2.1 Qualification by Others

The **supplier evaluator** performs a supplier evaluation by reviewing supplier information (e.g., assessment reports, evaluations, survey reports, etc.) from other organizations to determine supplier's technical and quality capability.

**Note:** Organizations that provide supplier information must have quality programs that meet the requirements of the ER Project quality program.

#### 4.2.2 Supplier History

The **supplier evaluator** performs a document-review survey of the potential supplier's history of providing an identical or similar item or service that performs satisfactorily in actual use. The supplier's history should reflect current capability. The **supplier evaluator** must submit an evaluation report to the QPPL for review and concurrence.

#### 4.2.3 Quality Program Evaluation

The **supplier evaluator** performs an evaluation of the supplier's quality records and is also supplemented with qualitative and quantitative information and/or records that can be objectively evaluated. The **supplier evaluator** must submit an evaluation report to the QPPL for review and concurrence.

#### 4.2.4 Independent Assessment

An independent assessment of the supplier's technical and quality capability as determined by a direct evaluation of the facilities, personnel, and the implementation of the supplier's quality assurance program. Independent assessments must be performed in accordance with the requirements of QP-10.1, Independent Assessments, or an equivalent procedure.

### 4.3 Documenting Evaluations, Reviews, Surveys, and Assessments

4.3.1 The **supplier evaluator** documents the evaluation of the supplier by describing the methods used and forwards the documentation to the QPPL.

4.3.2 The **QPPL** ensures that the methods used for evaluation of the supplier meet the requirements of the ER Project quality program.

4.3.3 The **QPPL** will send any adverse findings noted during the evaluation to the ER Contracts and Procurement Leader.

## 5.0 RECORDS

The **QPPL** is responsible for submitting the following records (processed in accordance with AP-02.1, Procedure for LANL ER Records Management) to the Records Processing Facility.

5.1 ER Project Approved Suppliers' List Form

5.2 All associated correspondence

## **6.0 TRAINING**

All users of this QP are trained by self-study, and the training is documented in accordance with QP-2.2, Personnel Orientation and Training.

## **7.0 ATTACHMENTS**

The document user may employ documentation formats different from those attached to/named in this procedure—as long as the substituted formats in use provide, as a minimum, the information required in the official forms developed by the procedure.

Attachment A: ER Project Approved Suppliers' List form (1 page)

## ER Project Approved Suppliers' List (ASL)

Revision Number:

Quality Program Project Leader Signature:

Supplier's Name, Address, Point of Contact, E-mail, and Telephone/FAX Number	Item or Service Supplier Provides	Evaluation Method	Date of Evaluation & Approval	Next & Last Evaluation Date	
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